

**FILED**

AUG 31 2020

CLERK SUPREME COURT

**In the Iowa Supreme Court**

**In the Matter of Adopting  
Amendments to Chapter 22  
Iowa Judicial Branch Travel  
Reimbursement Rules**

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**Order**

On September 9, 2019, the State Court Administrator appointed the Travel Reimbursement Policies Committee by administrative directive. The committee recommended several changes to rule 22.16(4), regarding the definition of “official domicile,” and rule 22.18(2), regarding the reimbursement for miles driven in personal vehicles for work purposes. The definition of “official domicile” has been modified to eliminate official domicile being established by where an employee works at least 50 percent of the time and instead sets official domicile as the county in which the employee resides, with some limited exceptions. With respect to mileage reimbursement, the language stating that “a judge and the judge’s court reporter shall not be separately reimbursed for duplicate mileage expense in traveling to court assignments” has been removed and language regarding reimbursement for commuting has been modified.

The amendments to chapter 22 of the Iowa Court Rules provided with this order are effective September 1, 2020.

Dated this 31st day of August, 2020.

**The Iowa Supreme Court**

By: 

Susan Larson Christensen, Chief Justice

Copies to:

Iowa Supreme Court  
Iowa Court of Appeals  
Chief Judges  
Senior Judges  
District Court Judges

District Associate Judges  
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Association of Corporate Counsel - Iowa Chapter  
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Iowa Association of Criminal Defense Lawyers  
Iowa Attorney General's Office  
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Iowa Court Reporters Association  
Iowa Defense Counsel Association  
Iowa Department of Corrections  
Iowa Department of Public Safety  
Iowa Judges Association  
Iowa Judicial Branch - Director of Finance  
Iowa Judicial Branch - Director of Governmental Affairs  
Iowa Judicial Branch - Director of Information Technology  
Iowa Juvenile Court Services Association  
Iowa League of Cities & Iowa Municipal Attorneys Association  
Iowa Legal Aid  
Iowa Magistrates Association  
Iowa Organization of Women Attorneys  
Iowa Police Chiefs Association  
Iowa State Bar Association  
Iowa State Police Association  
Iowa State Sheriffs and Deputies Association  
Legislative Services Agency  
LexisNexis  
National Bar Association - Iowa Chapter  
Office of Professional Regulation  
Polk County Bar Association  
Public Defenders Association of Iowa  
State Court Administrator  
State Public Defender  
Thomson Reuters (Westlaw)  
University of Iowa College of Law

**CHAPTER 22**  
**JUDICIAL ADMINISTRATION**

**FILED**  
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CLERK SUPREME COURT

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**Rule 22.16 Preaudit travel claims of judiciary — definitions.** As used in this rule and rules 22.17 through 22.21:

....  
**22.16(4)** ~~“Official domicile.” means the following:~~

a. ~~“Court employee’s official domicile” means the city, town, or metropolitan area within which the office is located~~ work location to which that court employee is assigned. Transportation costs between any such employee’s permanent home and that person’s employee’s office, ~~and subsistence within the limits of an employee’s official domicile are not reimbursable.~~

b. ~~“Judicial officer and court reporter’s official domicile.” By December 15 of each year, the chief judge of the judicial district and the district court administrator shall designate a courthouse as an official domicile for each judicial officer and court reporter. The official domicile of a judicial officer and a court reporter shall be the courthouse in the county in which the judge judicial officer or court reporter works more than 50 percent of the time. When the judge or reporter does not work more than 50 percent of the time in the same courthouse, the judge’s or reporter’s official domicile shall be a courthouse designated by the chief judge, resides unless the chief judge of the judicial district and the district court administrator agree to another location based on factors such as the percent of time spent working at another courthouse, court scheduling, or any other factor that should influence the selection of the domicile. Court reporters may reside outside of the judicial district in which they serve. If a court reporter resides outside of the judicial district in which the court reporter serves, the chief judge of the judicial district and the district court administrator shall designate the court reporter’s official domicile in a county adjacent to the judicial district in which the court reporter resides. If there is a change in any of the factors that affect the court reporter’s domicile location during the fiscal year, the chief judge of the judicial district and the district court administrator may change the court reporter’s official domicile. Notification of the official domicile must be filed with the state court administrator’s office. Notification of official domicile must be filed by the district court administrator with the state court administrator’s office by December 15 of each year.~~

c. ~~Reserved.~~

~~d. For purposes of this definition, the following are official domicile-defining metropolitan areas.~~

<del>Metropolitan Areas</del>	<del>Inclusions</del>
<del>1. Cedar Rapids</del>	<del>1. Hiawatha</del>
	<del>Marion</del>
<del>2. Clinton</del>	<del>2. Camanche</del>
	<del>Elvira</del>
	<del>Low Moor</del>
<del>3. Council Bluffs</del>	<del>3. Bellevue</del>
	<del>Bennington</del>
	<del>Boys Town</del>
	<del>Carter Lake</del>
	<del>Elkhorn</del>
	<del>Irvington</del>
	<del>LaPlatte</del>
	<del>LaVista</del>
	<del>Millard</del>
	<del>Omaha</del>
	<del>Papillion</del>
	<del>Ralston</del>
	<del>Springfield</del>
<del>4. Davenport</del>	<del>4. Bettendorf</del>
	<del>East Moline</del>
	<del>Hampton</del>
	<del>Milan</del>
	<del>Moline</del>
	<del>Pleasant Valley</del>
	<del>Riverdale</del>
	<del>Rock Island</del>
	<del>Silvis</del>
<del>5. Des Moines</del>	<del>5. Polk County</del>
<del>6. Dubuque</del>	<del>6. Asbury</del>
	<del>Centralia</del>
	<del>East Dubuque</del>
	<del>Sageville</del>
<del>7. Iowa City</del>	<del>7. Coralville</del>



8. — Mason City

9. — Sioux City

10. — Waterloo

8. — Clear Lake

9. — North Sioux City

— Sergeant Bluff

— South Sioux City

10. — Cedar Falls

— Evansdale

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## **Rule 22.18 Transportation.**

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**22.18(2) Mileage — personal car.** Judicial officers, ~~court reporters,~~ and court employees shall be reimbursed their mileage expense when required in the discharge of official duties to travel outside their official domicile. Reimbursement shall be for the miles driven from the official domicile or employee's residence, whichever is less, to the ~~assigned~~ work location. In no instance shall employees and judicial officers be reimbursed for more than actual miles driven, ~~or for commuting to and from their residence and their official domicile or a courthouse within their county of residence.~~ Carpooling is ~~required~~ recommended whenever possible. A judge and the judge's court reporter shall not be separately reimbursed for duplicate mileage expense in traveling to court assignments. The allowance for use of a private automobile on official judicial branch business shall be established by order of the supreme court and shall be presumed to include all automobile expenses. Additionally, judicial officers, ~~juvenile court officers, court reporters,~~ and court employees shall be reimbursed their mileage expense for travel required in the discharge of official duties within the continuous metropolitan area of their official domicile, ~~but not for commuting.~~ Travel directly between employees' and judicial officers' residences and their official domiciles will not be reimbursed.